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**NEW YORK  
SUPPLEMENTING CAPR 62-1**

**24 July 2002**

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**SAFETY**

**SAFETY PROCEDURES RESPONSIBILITIES**

CAPR 62-1, dated 1 March 1991, is supplemented as follows:

Section 1.

B (3). Add:

Unit commanders and all appointed project officers for any CAP activity in New York Wing must be fully aware of the requirements of CAPR 62-1, and it's supplemented.

B (4). Add:

Two copies of Group supplements to the safety regulations (CAPR 62-1 and CAPR 62-2) and policy letters will be forwarded to NYW/SE for approval.

B (5). Add:

All Squadron/SE will submit to the Group/SE a completed outline of a safety course that was presented during the previous quarter on the NYW attachment 6. This will be submitted with the NYWF 94A each quarter as noted in the NYW supplement of CAPR 62-1 section 2.

B (6). Add:

All Group/SE will submit to the NYW/SE copies of all it's units' outlines as well as the Groups completed outline for one it's safety programs completed during the previous quarter on attachment 6. This will be submitted with the NYWF 94 each quarter as noted in the NYW supplement of CAPR 62-1 section 2.

B(7). Add:

All Safety Down Day course required by National, Region or Wing will be completed in the required time. The course outlines and attendance listing will be submitted directly to the NYW/SE.

B(8). Add:

All those attending the Safety Down Day will complete a course quiz or test. The Group Safety Officer will be responsible for maintaining the completed quiz or test. These will be made available to the NYW/SE during inspection. Failure to maintain the test or quiz will result in immediate grounding of the Group until this is corrected.

C (1). Add:

Squadron Accident Prevention programs are to be forwarded to Group. The Squadron Accident Program will be updated as necessary and when a new commander is assigned. All updates will be forwarded to Group.

C (2). Add:

Group/SE programs will be forwarded to NYW/SE. The Group Accident Program will be updated yearly by January 10 and as necessary and when a new commander is assigned.

## Section 2.

### A (3). Add:

Safety Officer appointments shall be submitted to the NYW/SE and will include current mailing address, home/work telephone numbers, E-mail addresses, radio call sign/capabilities, and fax number. Two copies of Squadron Safety Officer appointments will be sent to the Group SE. One copy of the Squadron Safety Officer appointment and two copies of Group Safety Officer appointments will be sent to NYW/SE. Yearly listings will be submitted by January 10 of each year.

### A (4). Add:

New Safety Officer updates will be sent to Group within 10 days of the new Squadron Safety Officer taking the position. Group will forward to Wing any newly appointed Safety Officer updates for both Squadron and Group within 14 days of the appointment to office.

### B (2) a. Add:

All units are required to spend at least 60 minutes per month on safety related training. Copies of training outlines, two copies of the squadron's quarterly safety report NYWF 94A, NYW attachment 2 and other safety-related correspondence will be forwarded to the Group/SE to arrive no later than the 6th of the month following each quarter.

### B (2) b. Add:

Group safety outlines, quarterly safety activity reports, NYWF 94, NYW attachment 1 of CAPR 62-1 and other safety-related correspondence will be forwarded directly to the NYW/SE to arrive no later than the 12th of the month following each quarter, with 1 copy of each squadron's quarterly safety report NYWF 94A and a copy of each squadrons safety related correspondence.

Capt. Peter S. Sperico, RN CCM CAP

New York Wing Director of Safety

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A sample activity report format is included as Attachment 3.

### B (2) c. Add:

All activities and missions in New York Wing will require a Safety Officer. At the completion of the activity or mission the Safety Officer will submit to the NYW/SE a completed NYWF 94 as well as an outline of the safety course or advisors presented during that activity. The NYW/SE must be notified of all missions that no safety officer is assigned.

### B (2) d (1). Add:

The following procedure will be followed to adequately ensure that a suspense date of not greater than thirty days is established for the handling of completed Safety Improvement or Hazard reports:

(a) When CAPF 26 or FAA 8740-5 is turned into the base of operations or unit headquarters, the related Safety Office will act on the report at once.

(b) The Safety Officer will retain a suspense file to ensure compliance with these regulations. The suspense file will have a dated file system to ensure timely action on the report.

(c) A report on the conclusion of the CAPF 26 or the FAA 8740-5 will be forwarded to the Group Safety Officer within 30 days of the occurrence.

(d) A report will be forwarded to NYW/SE with the next due quarterly Safety Report.

### D (1). Add:

Groups may establish local policies and guidance when appropriate to supplement this directive. The NYW/SE must approve all supplements. Group supplements and policy letters will only be established to add supplements to established guidelines. They will not delete or remove any existing regulations or supplements.

### F (1). Add:

All Squadrons and Groups between January and April of each year will conduct an Annual Safety Survey. A copy of the Group Survey is due at NYW/HQ no later than 10 May of each year.

F (1)a. Add:

Discrepancies that remain after the form is submitted will be corrected immediately, but not later than 30 days after submitting the form. The corrective action will be submitted to NYW/SE in writing within 10 days of the corrective actions.

5(a). Add:

Complete course outlines as noted in CAPR 62-1 section 1B(5) will be reviewed by the NYW/SE for possible submission for Safety Officer of the Year Award

8(A). Add:

NYW considers the FAA Pilot Proficiency "Wings" program an excellent safety promotion and mishap prevention program. All commanders having flight activities shall stress the this program.

8a(1). Add:

Units will maintain records of all pilots participating in the program and the achievements they have attained.

8b. Add:

Squadrons will submit their annual FAA-PPR (Pilot Proficiency Report) to the Group/SE by 31 December. The Group/SE will submit a consolidated report to NYW/SE no later than 12 January of each year. This report will include the name of the pilots completing a phase that year, the date completed, the total number of pilots in the program, and documentation of completion of the programs.

9d. Add:

The NYW Director of Safety is the approving authority for all safety badge awards within NYW. The NYW Director of Safety will review all Group requests, using CAPF 2A and forward these request directly to NER/SE. Request should be forwarded promptly to ensure quick approval.

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Dale Renee Humphries, 1LT, CAP  
Director of Administration

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Austyn W. Granville, Colonel, CAP  
Commander

Distribution: 2 NER, 1 ea Group, 1 ea Squadron

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